

## Corbitt Paula

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**From:** DOJHelpDesk@doj.state.or.us  
**Sent:** Friday, November 30, 2018 11:41 AM  
**To:** Corbitt Paula; Slauson Mistie; Smith Sarah; Sifuentes Angie  
**Subject:** Employee Separation Notice

**Department of Justice**  
**Personnel Action Request for Separation of Employment**  
**\*\*\*\* THIS SECTION TO BE COMPLETED BY MANAGER \*\*\*\***

Employee: Steve EIN#: OR 0080830 Classification: Chief  
Wolf Effective Date: 02/28/2019 Counsel  
Division: Legal Position#: 9995016 Supervisor: Ellen  
Chief Rosenblum  
Section: Counsel  
Office

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**Separations**

Resignation  
 Retirement  
 Trial Service Removal  
 Termination (Limited Duration or Temporary)  
 Transfer out to Another Agency  
 Other (Dismissal, Layoff, etc.)

**Forms Needed**

Resignation Notice  
 Employee Separation Checklist  
 Supervisor Checklist  
  
\*\* Please specify in  
'Remarks' section if  
employee will be returning to  
work in a temporary status;  
This section is also for noting  
any clarifications you wish to  
make about this action,  
including labor  
cost/paycheck locations,  
special archiving  
requirements for I.S., access  
to user files required, etc.

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Was this a Limited Duration, Temporary or Law Clerk  
appointment?  Yes  No  
If Yes, enter the last day worked:

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Is this employee a data custodian on a current litigation hold  
case?  Yes  No

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Remarks:

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Date Submitted: 11/30/2018

HUMAN RESOURCES		
Separation Date: Separation Code:	Separation Code:	Temporary
HR Remarks:	Personnel Action Code(s):	

<b>Appointing Authority:</b>	<b>Input Date:</b>
<b>Date:</b>	<b>CC:</b>

\*\*\*\*\*CONFIDENTIALITY NOTICE\*\*\*\*\*

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**From:** DOJHelpDesk@doj.state.or.us  
**Sent:** Friday, November 30, 2018 11:38 AM  
**To:** Corbitt Paula; Slauson Mistie; Smith Sarah; Sifuentes Angie  
**Subject:** Employee Separation Notice

**Department of Justice**  
**Personnel Action Request for Separation of Employment**  
**\*\*\*\* THIS SECTION TO BE COMPLETED BY MANAGER \*\*\*\***

**Employee:** Judith Giers      **EIN#:** OR 0139870      **Classification:** Deputy  
**Division:** Legal      **Effective Date:** 02/28/2019      **Position#:** 7505005      **Counsel**  
**Section:** Chief Counsel      **Supervisor:** Steve Wolf  
Office

<b>Separations</b>	<b>Forms Needed</b>
<input type="checkbox"/> Resignation	<input type="checkbox"/> Resignation Notice
<input checked="" type="checkbox"/> Retirement	<input type="checkbox"/> Employee Separation Checklist
<input type="checkbox"/> Trial Service Removal	<input type="checkbox"/> Supervisor Checklist
<input type="checkbox"/> Termination (Limited Duration or Temporary)	** Please specify in 'Remarks' section if employee will be returning to work in a temporary status; This section is also for noting any clarifications you wish to make about this action, including labor cost/paycheck locations, special archiving requirements for I.S., access to user files required, etc.
<input type="checkbox"/> Transfer out to Another Agency	
<input type="checkbox"/> Other (Dismissal, Layoff, etc.)	

Was this a Limited Duration, Temporary or Law Clerk  
appointment?  Yes  No  
If Yes, enter the last day worked:

Is this employee a data custodian on a current litigation hold  
case?  Yes  No

Remarks:

Date Submitted: 11/30/2018

HUMAN RESOURCES		
Separation Date: Separation Code:	Separation Code:	Temporary
HR Remarks:		Personnel Action Code(s):

<b>Appointing Authority:</b>	<b>Input Date:</b>
<b>Date:</b>	<b>CC:</b>

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